



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Position	Assistant Harbor Master (9132)	Opening date	January 5, 2015
Department	Harbor Master	Closing date	Open Until Filled
Salary range	\$10.50 - \$16.00 hour		

General statement of duties

Assists Harbor Master in execution of the waterside responsibilities of the division in compliance with Title 15 of the City Code; does related work as required.

Distinguishing features

Responsible for the safe performance of routine, on-water operations, public relations, collecting fees, enforcing City Code and assisting in processing violations as directed. The employee in this class is responsible for serving in the public eye in the performance of routine operating tasks of a repetitive nature including simple maintenance duties. Excellent interpersonal and communication skills are essential, as is a friendly, outgoing personality. The Assistant Harbor Master works under general supervision on routine recurring assignments, receiving specific instruction on each new or unusual assignment. The Harbor Master's Office is open 24 hours a day seasonally. Work schedule will include the requirement to work nights, weekends and certain holidays in all weather conditions.

Examples of work (illustrative only)

- Operates Patrol Boat(s) to obtain revenues for the City in the form of daily fees for public moorings use, and maintains a daily log of vessels utilizing public moorings for record;
- Operates Pump-out Boat(s) to State and local operational standards, and provides efficient and sanitary removal of effluent from vessel holding tanks as requested;
- Provides excellent customer service to residents and visitors in the performance of all duties;
- Daily inspections by boat through City waters, and the clearing of no anchoring zones, if necessary;
- Assists in the training of part-time employees, as requested/directed;
- Maintains an updated daily log of city boats and activities;
- Maintains and updates a daily log of all vessels anchored in City waters;
- Maintains and updates a log of all City-approved private mooring balls;
- Maintains and coordinates communication between the offices, Patrol Boats, Pump-out Boat, incoming vessels and employees with VHF marine band radio, public safety radios and telephones;
- Answers questions from customers and local boaters about facilities and local services;
- Answers questions concerning Harbor Master activities and procedures;

Required knowledge, skills and abilities

Good knowledge of Federal, State and City maritime laws, regulations and procedures; good seamanship capabilities; qualified and competent to operate watercraft safely under all conditions; knowledge of the operation of communication

equipment; good computer and radio operation skills; ability to talk knowledgeably with the boating public, ability to operate office machines, ability to collect and account for fees; knowledge of the use of tide and current tables and effect of weather conditions; ability to supervise the work of others; ability to keep records and make reports. Excellent interpersonal and communication skills are essential.

Acceptable experience and training

U.S. Coast Guard License is preferred. Candidates without a USCG license may demonstrate knowledge, ability and proficiency through a combination of documented experience, education, training and examinations including any combination of. Some job-related experience at the level of Deputy Harbor/Marine Police, Navy or Coast Guard or equivalent. Completion of two (2) years of college courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities; completed courses in CPR, Water Safety and Coast Guard courses in Rules of the Road and Seamanship or equivalent of experience and training.

Additional Requirements

Minimum Age at time of employment – (U.S. Coast Guard Minimum Age for lowest license level – 18). In accordance with Maryland State law, applicants born after July 1, 1972 must present a valid Maryland Department of Natural Resources Police “Boating Safety Education Certificate” in order to be legally eligible for this position. Consent to chemical substance screening consistent with mandated Federal, State and City guidelines and programs, to include random tests for the detection of drug or alcohol use. Position available March 15 - November 15, work up to 35 hours per week including evenings, weekends nights and certain holidays.

Americans with Disabilities Act

Physical ability: Ability to swim; ability and agility to safely board and safely and efficiently perform duties aboard various boats in various weather conditions in daylight and at night; ability to safely bend, jump, and lift at least 50 pounds intermittently; good physical condition; ability to operate various types of boats, ability to withstand working outside in extreme weather conditions; ability to operate a vehicle; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard five (5) drawer filing cabinets. Visual ability: To U.S. Coast Guard colorblind and visual acuity standards for a motor boat operator license; to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, etc. Hearing ability: To U.S. Coast Guard audio acuity standards for a motor boat operator license; sufficient to hear sound producing navigation aids (such as fog horns); to communicate effectively with other individuals in person and over a telephone and radio. Freedom from mental disorders which would interfere with the performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date. Incomplete applications will not be considered.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.